

**NATIONAL RECONNAISSANCE OFFICE
OFFICE OF INSPECTOR GENERAL**

TITLE: NRO IG INSPECTOR:SENIOR

GRADE: GS-14

POSITION NO.: PA172

LOCATION: Chantilly, VA

OPEN PERIOD: Tuesday, 3 May to Friday, 20 May 2011

POSITION INFORMATION: Full-Time

WHO MAY BE CONSIDERED: Only individuals at the GS-13 to GS-14 level will be considered. This vacancy is open to all U.S. citizens. These positions are “rank in person” not “rank in position,” meaning any external agency applicant would be hired at current government grade with possibility of minor adjustment based on qualifications.

JOB DESCRIPTION:

The incumbent will serve as a senior inspector within the Office of Inspector General and will plan and perform mission and mission support inspections and special reviews. Incumbent serves as the Inspector General’s implementer of the NRO’s inspections program. The inspector serves as a team member and/or leads a team in conducting highly complex and technical reviews. The incumbent assists senior level officials in developing, reviewing, and evaluating present and proposed policies, programs, operations, and procedures. Executes inspection policies and plans and ensures guidelines are consistent with overall strategy. Provides direction, professional advice, guidance, and recommends appropriate action in matters pertaining to resources, processes, and procedures. Obtains and exchanges information required to ensure that the programs assigned are efficient and effective in meeting the unique needs of the NRO. Upon completion of the inspection, the incumbent prepares a report outlining findings, recommendations, and/or observations. Inspectors interact with all levels of NRO employees, contractors, representatives of other Office of Inspector General, and other government and Intelligence Community personnel.

QUALIFICATIONS:

REQUIRED:

- Bachelor Degree
- Excellent performance record
- Demonstrated superior verbal and written communication skills
- Impeccable integrity, discretion and ability to work with very sensitive information
- Strong interpersonal skills with ability to work in a team environment. Must be able to deal effectively with people under a wide variety of conditions
- Ability to plan, organize, evaluate and conduct thorough and objective analysis of complex issues
- Ability to collect, collate, and effectively consolidate and summarize factual material

- Ability to assess the effectiveness, economy, and efficiency of resource utilization, management processes and procedures, and the extent to which mission objectives are being achieved
- Strong knowledge of problem solving practices, negotiation techniques, briefing techniques, strategies and alternative approaches to develop solutions to sensitive cases and unique occurrences affecting the operating programs
- Ability and flexibility to think “outside the box”
- Ability to maintain effective working relationships with colleagues, supervisors, team members, and organizational officials
- Ability to demonstrate “corporateness” in support of the OIG mission and strategic goals

DESIRED:

- Ability to effectively deal with multi-tasking requirements and perform tasks within specified timelines
- Ability to deal with a heavy workload and handle numerous matters simultaneously
- Aptitude to conduct research and analysis in support of inspection activities
- Ability to adjust work hours and personal schedule occasionally if necessary to meet time critical demands of priority assignments
- Ability to travel occasionally, both domestically and overseas, in support of OIG requirements
- Advanced degrees and professional certifications are encouraged
- Experience and knowledge of the NRO mission with a strong understanding of the NRO’s Policies and Standards

APPLICATION:

Informal inquiries concerning the job duties can be directed to Kathy Cardinal, 703-808-1816 or Steve Bowman, 703-808-1838. Inquiries regarding application should be directed to Marcia Sadler, 703-808-1833.

To supplement the vacancy application, all applicants must submit an application package to Marcia Sadler, NRO/IG/OHR, via fax 703-808-1822, no later than COB on the closing date of this announcement. The application package must include the following information:

1. Resume
2. Performance Appraisal Reports covering the past two years
3. Qualification statement that addresses pertinent work experience and qualifications for the position.